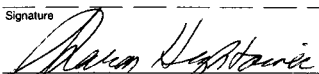
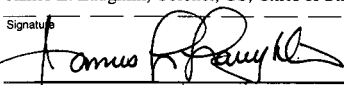


# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Replaces: NL12020					3. Service					4. Employing Office Location Orlando, FL.					5. Duty Station					1. Agency Position No. NL12503														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests					9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					13. Competitive Level Code 1198																			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive					14. Agency Use																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. U.S. Office of Personnel Management																																		
b. Department, Agency or Establishment																																		
c. Second Level Review																																		
d. First Level Review					Human Resources Specialist (Classification)					GS					0201					11														
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment Department of the Army (DA)										c. Third Subdivision Command Group (C)																								
a. First Subdivision U. S. Army Materiel Command (AMC)										d. Fourth Subdivision Chief of Staff (CS)																								
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)										e. Fifth Subdivision Human Resource Management Division (CSH)																								
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the										knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor Sharon R. Hightower Chief, Human Resource Management Division										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature  Date 12/28/01										Signature _____ Date _____																								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position OPMPCS for Administrative Work in the Human Resources Management Group, GS-0200, Dec 00.																								
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
Signature  Date 28 Dec 01																																		
23. Position Review										Initials Date Initials Date Initials Date Initials Date Initials Date																								
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
24. Remarks This is a developmental position training to the full performance level of GS-12 (NL12502). The duties assigned prepare the employee for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade of this position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without the full performance level PD attached. BUS: 8888																																		
25. Description of Major Duties and Responsibilities (See Attached)																																		